

Closed Claim Reporting Tool Data Files

The medical malpractice closed claim reporting tool produces several data files. The initial set of files must be forwarded to the Connecticut Insurance Department no later than August 31, 2006. The Department must receive subsequent closed claim data by the 10th of each month after the close of the quarter. The files may be copied to a diskette or CD and mailed to the Department, or sent as an email attachment.

- Files on CD/diskette should be mailed to:

Connecticut Insurance Department
Property & Casualty Division
P.O. Box 816
Hartford, CT 06142-0816

- Emails with files attached should be directed to:

ctinsdept.propcasualty@ct.gov

A PC that was used to enter data into the reporting tool will contain one or more of the files described below. The number of files present on a PC depends on the type of organization reporting claim information (insurance company, hospital, etc.) and the type of information that was entered into the system on that PC (quarterly information, yearly information). If you originally downloaded and installed the closed claim reporting tool on your PC without the assistance of a systems administrator, then all data files will be located in the 'C:\Program Files\MedicalMalpractice' folder. If a systems administrator installed the closed claim reporting tool for you, then the data files will be located in the same folder as where the tool was installed. Please ask your systems administrator for assistance in locating the data files.

- Data files that must be forwarded to the Insurance Department:
(In the examples below, 'yyyy' will always indicate the current calendar year.)
 1. NAICyyyy.txt
If your organization is an insurance company and has a NAIC number, this file will be present. Example file name: NAIC2006.txt
 2. YearlyInfoyyyy.txt
If Yearly Information was entered into the Medical Malpractice system on this PC, this file will be present. Example file name: YearlyInfo2006.txt
 3. Qrtn_yyyy.txt
When closed claim information is entered into the system, it is stored in a file by this name. The 'n' is a number from 1 to 4 indicating which quarter the claims information applies to. Example file name: Qrt2_2006.txt